



STATE OF MARYLAND

DHMH

## Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary  
Office of Procurement and Support Services – Sharon Gambrell, CPPB, Director

### **REQUEST FOR PROPOSALS DEVELOPMENTAL DISABILITIES ADMINISTRATION**

#### **“Utilization Review and Authorization of Services” DHMH OPASS #14-10960**

**Addendum #2  
Issued: April 2, 2013**

*All persons who are known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following revisions:*

#### **Section 2 Minimum Qualifications**

##### **NOW READS:**

- 2.1.1 In order to submit a proposal and be eligible for award, an Offeror must be a Medicaid-eligible provider meaning not on the following exclusion lists. An Offeror must not be on the Health and Human Services (HHS) Office of the Inspector General's List of Excluded Individuals and Entities (LEIE), or the federal General Services Excluded Parties list (EPLS). Links to the LEIE and EPLS lists are as follows:

- a. LEIE: Go here: [http://oig.hhs.gov/exclusions/exclusions\\_list.asp](http://oig.hhs.gov/exclusions/exclusions_list.asp)
- b. EPLS: Go here: <https://www.epls.gov/eplsjsp/FAQ.jsp>

##### **REPLACE WITH:**

- 2.1.1 In order to submit a proposal and be eligible for award, an Offeror must be a Medicaid-eligible provider meaning not on the following exclusion lists. An Offeror must not be on the Health and Human Services (HHS) Office of the Inspector General's List of Excluded Individuals and Entities (LEIE), or the federal General Services Excluded Parties list (EPLS). Links to the LEIE and EPLS lists are as follows:

- a. LEIE: Go here: [http://oig.hhs.gov/exclusions/exclusions\\_list.asp](http://oig.hhs.gov/exclusions/exclusions_list.asp)
- b. EPLS: Go here <https://explore.data.gov/Information-and-Communications/Excluded-Parties-List-System-EPLS-/bxfh-jivs>

### **Section 3.4 - Specific Work Requirements**

#### **NOW READS:**

##### 3.4.1 Authorization of Services (AOS):

- b. The Contractor shall review high utilization add-on reviews annually as well as reviews selected by DDA as a random sample of people who are receiving DDA funded services quarterly. The number of reviews to be conducted is based on the need for authorization results to be reliable and representative of the level of service provided to people in service. The Contractor will also ensure that the services requested meet medical necessity, when appropriate.
- 2) The Contractor shall review quarterly a random sample of existing services per the Administration's request.

#### **REPLACE WITH:**

##### 3.4.1 Authorization of Services (AOS):

- b. The Contractor shall review high utilization add-on reviews annually as well as **quarterly reviews selected by DDA as a random sample of people who are receiving DDA add-on funded services.** The number of reviews to be conducted is based on the need for authorization results to be reliable and representative of the level of service provided to people in service. The Contractor will also ensure that the services requested meet medical necessity, when appropriate.
- 2) The Contractor shall review quarterly a random sample of existing **add-on** services per the Administration's request.
- c. **NOW READS:** RFSC Form Attachment Q  
**REPLACE WITH:** RFSC Form **Attachment R**

### **Section 3.4.2 - Utilization Review**

- b. **NOW READS:** Sample Audit Report Form Attachment N – **REPLACE WITH Attachment O;**  
**NOW READS:** CSLA UR Review Audit Form Attachment O – **REPLACE WITH Attachment P**
- d. **NOW READS** .....Consumer satisfaction questions can be found at Attachments N and O and can be used to measure levels of consumer satisfaction achieved by each Contractor employee.  
**REPLACE WITH** .....Consumer satisfaction questions can be found at **Attachments O and P** and can be used to measure levels of consumer satisfaction achieved by each Contractor employee.

- e. 1) **NOW READS** .....Samples of these forms are in Attachments N, O and P, respectively.  
**REPLACE WITH** .....Samples of these forms are in Attachments **O, P and Q**, respectively.
- 4) **NOW READS** .....Samples of the forms in use are found at Attachments N, O and P. The Contractor shall submit copies of the documents it intends to use in final form modeled after Attachments N, O and P to the Contract Monitor by NTP + 15 calendar days for approval. The Contractor will make any changes required by the Contract Monitor.  
**REPLACE WITH** .....Samples of the forms in use are found at **Attachments O, P and Q**. The Contractor shall submit copies of the documents it intends to use in final form modeled after **Attachments O, P and Q** to the Contract Monitor by NTP + 15 calendar days for approval. The Contractor will make any changes required by the Contract Monitor.

### **Section 3.6 Reports**

- 3.6.1 **NOW READS** ....DDA makes a determination which is documented in writing using the standardized template included as Attachment Q. ...
- 3.6.1 **REPLACE WITH** ....DDA makes a determination which is documented in writing using the standardized template included as **Attachment R....**

### **Section 4.4 Volume 1 – Technical Proposal**

#### **NOW READS:**

##### 4.4.3.5 Offeror Technical Response to RFP Requirements and Proposed Work Plan

- h. ....The samples of the forms in use are found at Attachments N, O and P.
- i. ....DDA's Request For Service Change form (Attachment Q) as required by RFP Section 3.4.1c.

#### **REPLACE WITH:**

##### 4.4.3.5 Offeror Technical Response to RFP Requirements and Proposed Work Plan

- h. ....The samples of the forms in use are found at Attachments **O, P and Q**.
- i. ....DDA's Request For Service Change form (Attachment **R**) as required by RFP Section 3.4.1c.

**All other terms and conditions remain unchanged.**

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This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer.

April 2, 2013  
Date

*Sharon R. Gambrill*  
Sharon R. Gambrill, CPPB  
Procurement Officer, DHMH  
Office of Procurement and Support Services

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Upon receipt, please return the addendum acknowledgement via fax, email or hardcopy to:

Michele Ferges  
Procurement Coordinator  
Developmental Disabilities Administration  
201 W. Preston Street, 4<sup>th</sup> Floor  
Baltimore, MD. 21201  
410.767.6001  
410.767.5850 (fax)  
[Michele.ferges@maryland.gov](mailto:Michele.ferges@maryland.gov)

**ADDENDUM ACKNOWLEDGEMENT**

I acknowledge receipt of Addendum #2 to DHMH OPASS #14-10960 titled "Utilization Review and Authorization of Services" dated April 2, 2013.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date